

Hydrology Program Manager Duties

Service Hydrologists (SH) and Hydrology Focal Points (HFP) are all Hydrology Program Managers for their office. They are responsible for managing the hydrology program for the MIC.

SHs and to some degree HFPs are considered the experts in hydrologic issues for the office. They evaluate the hydrologic operations, services and products, and services requirements in the WFO area and make adjustments and/or improvements as necessary.

The SH must work and coordinate with other personnel in the office to meet their responsibilities. Some of these coordinated activities include:

- Coordinate with the SOO to develop and implement a hydrology training plan for the staff.

- Coordinate hydrologic outreach activities with the WCM.

- Determine hydrologic services requirements in the HSA in coordination with the WCM and the MIC.

- Coordinate services with the RFCs and other appropriate NWS offices.

Hydrology is an office function. It is the responsibility of the SH/HFP to ensure that operational hydrologic functions can and are assumed by all members of the operational staff. The office **should not** rely on the Hydro Program Manager to issue all hydrologic products.

In some cases, SH are responsible for the hydrology program in more than one HSA. They provide support to offices without a SH. Those offices have a HFP, but given the limited time the HFP has to dedicate to the hydrology program, the SH needs to work with the HFP to help manage the program. With all the different tasks that need to be completed within the hydrology program of an office, it is sometimes difficult to decide which duties should be done by the HFP, and which should be done by the supporting SH. The following list of duties has assigned a person responsible for the task. The assignments are only suggestions! Different offices may need different types of assistance from the supporting SH who should provide guidance on any of these tasks upon request.

The SHs that do not support another HSA should also examine the list to ensure that all these tasks are being accomplished in their office.

Note about the table:

- ALL:** Task should be handled at every office with HSA responsibility.

- SH:** Task should primarily be supplied by the supporting office where there is no Service Hydrologist. Tasks designated by SH may be assumed by an office without a Service Hydrologist if time and expertise permit.

HYDROLOGIC SERVICES PROGRAM DUTIES AND RESPONSIBILITIES

Assess Hydrologic Service Requirements Determine if the needs of the local officials/agencies are being met for hydrologic warnings and services..... Provide input to the MIC on the status of the hydrologic program and recommendations for solutions to program deficiencies.....	SH/HFP SH
Data Issues Monitor hydrologic data flow into WHFS..... Review the functionality of these systems and update as needed..... Provide procedures for and resolve data ingest problems..... Develop procedures for data quality control..... Ensure that all DCP data is available..... Evaluate hydrometeorological network for deficiencies..... Recommend changes to coop network as needed to support hydrology program..... Work with cooperators on data network issues, including LFWS.....	SH/HFP SH/HFP SH SH/HFP SH SH SH
Database Management Ensure WHFS database is complete and current.....	SH/HFP

Training Ensure staff is trained in hydrologic operations, including conducting drills Ensure staff is trained in basic hydrology..... Ensure staff is trained in the hydrology of HSA..... Ensure staff is trained in quality control of hydrologic data..... Ensure that staff has training in the use of WHFS..... Ensure staff is trained in QPF, including Mountain Mapper and WinQPF as appropriate..... Training and professional development for hydrologic program manager, including learning RFC functions and procedures and remaining current on hydrologic issues.....	SH/HFP SH/HFP
Hydrologic Operations and Product Preparation Involve office staff with monitoring hydrologic situation and issuing daily, weekly, and monthly hydrologic products as well as non-routine watches, warnings and statements..... Prepare and Issue Spring Flood Outlook Products..... Prepare and Issue Drought Products..... Ensure WHFS is implemented and operational..... Assist with media interviews on NWS involvement with hydrologic events.....	SH/HFP SH/HFP

Administrative Reports	
Ensure that E-3 and E-5 reports are prepared and issued in accordance with set policies.....	SH/HFP
Ensure that E-19s for all forecast points are all current for office, RFC, HSD, and OH.....	SH
Prepare NWSLI requests.....	SH/HFP
Submit NWSLI requests.....	SH
Prepare documentation for National and Regional Service Assessments as required.....	SH
Provide for office compliance with National Hydrologic Verification..	SH
Operations - Manuals and Procedures	
Prepare and maintain Hydrologic Service Manual.....	SH/HFP
Develop and maintain procedures for evaluating hydrologic situations and issuing proper products.....	SH
Develop and maintain procedures for dealing with Dam Failures.....	SH
Develop and maintain procedures for the use and maintenance of WHFS.....	SH/HFP
Customize WHFS product templates for use in issuing hydrologic products.....	SH/HFP
Develop, document, and maintain procedures for providing hydrologic services including hydrologic forecasts for locations not supported by an RFC.....	SH
Develop, document, and maintain program backup procedures.....	SH

Interagency Liaison Activities Coordinate with local agencies related to the hydrology program..... Coordinate with state agencies related to the hydrology program..... Coordinate with federal agencies related to the hydrology program.. Represent the NWS at meetings, seminars, and conferences as necessary to manage the hydrologic program..... Provide outreach to communities and groups to encourage flood preparedness activities..... Coordinate changes in flood stage, etc. with all necessary agencies	SH/HFP SH SH SH/HFP SH/HFP SH/HFP
Field Surveys and Assessments Visit field sites to collect information for E-19 preparation or update. Visit field sites to establish flood stages..... Post-flood field assessments.....	SH SH/HFP SH/HFP
Forecast Point Procedures Ensure that current flood stages are valid and make necessary changes as per set policy..... Ensure that river forecast points are adequate and representative - establish additional forecast points if necessary in accordance with established policy..... Ensure that WHFS database contains all necessary information for forecast point documentation.....	SH/HFP SH SH/HFP

Interoffice Coordination - RFCs and Other WFOs	
Ensure supporting RFC(s) is aware of program needs.....	SH
Ensure that program is meeting the RFC's needs.....	SH
Coordinate with RFC on improving hydrologic forecasts and guidance.....	SH
Exchange ideas with neighboring WFOs on hydrologic program issues.....	SH/HFP
Ensure that neighboring offices are aware of changes in hydrology program (i.e. data networks, forecast points, etc.) which may affect their programs.....	SH/HFP

